EMPLOYEE ORIENTATION – New Employee Checklist

The Online Employee Orientation covers the “need to know” items as a new District Employee and must be completed prior to working at any worksite in the District. Once on the job, there are other items you will be required to complete as a new employee. For more information regarding those items, please view the Next Steps items, below.

Next Steps - New Employee Checklist
- Benefit Election Choices for Health, Dental, and/or Vision Insurance
- HBV Provider Authorization form (if required for your position)
- Employee Information Exemption from Public Records form
- Direct Deposit and W-4 information
- E-Learning courses - Mandatory New Employee Training (within 30 calendar days of your start date)
- External course - Department of Child & Families Child Abuse & Neglect course (http://www3.fl-dcf.org/RCAAN/)
- FRS Retirement Plan Choice
- For Teachers with Temporary Certificates Only: Complete the Alternative Certification Program Selection Form

Next Steps - Checklist Details

- Benefit Election Choices for Health, Dental, and/or Vision Insurance
  All Benefit Elections are made via the My Benefits tile in PeopleSoft. Please view the Alex - Interactive Benefit Tool/Checklist before getting started.
  - Benefit Enrollment
  - Dependent Verification
  - Tobacco Surcharge
  - 1095-C Consent
  - Health Rewards
  - Retirement Savings – Quick Enroll Plan (b)

- HBV Provider Authorization form
  This form will only appear if it is required for your position. It must be completed via the My Benefits tile in PeopleSoft. If the form is listed under Benefits Summary on the left side, you must either accept or decline this benefit. To complete this step:
  - Select Hepatitis B Vaccination Accepted, or Hepatitis B Vaccination Refused.
  - If you've Accepted, click on the HBV Provider Authorization form and print two copies.
  - Regardless of your choice, you must click Submit Electronic Signature.

- Employee Information Exemption from Public Records form
  This form must be completed via the My Personal Information tile in PeopleSoft. To complete this step:
  - On your My Personal Information page, verify that all personal information is correct.
  - Ensure a personal cell phone number and/or email address is listed in your Personal Details as this is needed for password resets for validation purposes.
  - Under the Public Record Exemption section, select the appropriate choice and click SAVE.

- Direct Deposit, W-4 information, and New Employee Payroll Guide
  New Employees should enroll in Direct Deposit and update their tax information (W-4) via the My Payroll and Compensation tile. To complete these steps:
  - Click on the Direct Deposit menu item and update your information.
  - Click on the W-4 Tax Information menu item and update your information and click Submit.

- Mandatory New Employee Training
  As a new employee, you are required to complete specific Mandatory Training courses within thirty (30) days of your scheduled start date. You will be able to view the Mandatory Training course list on the New Employee Mandatory Training website once you are officially in your District position.

- FRS Retirement Plan Choice
  New regular employees will need to submit their FRS Retirement plan choice by 4:00 pm on the last business day of the 8th month after their month of hire. For more information, please visit the FRS Retirement Plan Choice website from the District Hub once you are officially in your District position.